

April 9, 2020

**Via E-Mail**

Zoning Board of Adjustment  
Borough of Woodcliff Lake  
188 Pascack Road  
Woodcliff Lake, New Jersey 07677

Attn.: Ms. Christina Hembree, Chairwoman

Re: **Site Plan Application – Completeness Review**  
Applicant: Woodcliff Lake Congregation of Jehovah’s Witnesses  
45 Woodcliff Avenue (Block 2004, Lot 4)  
Borough of Woodcliff Lake, Bergen County, New Jersey  
NEA File No.: WDLASPL20.011

Dear Chairwoman Hembree and Board Members:

Neglia Engineering Associates (“NEA”) has received and reviewed the following documents, submitted in support of the above-referenced application:

- A signed and sealed set of engineering plans, containing nine (9) drawings, entitled “Woodcliff Lake Kingdom Hall, Project Address: 45 Woodcliff Ave., Woodcliff Lake, N.J., Block 2004, Lot 4,” prepared by Erik Brown, P.E., dated June 11, 2018, last revised July 12, 2019, with the exception of Sheet No. VS101 (Boundary and Topographic Survey), which has been prepared by James W. Ryckman, P.L.S., and is dated March 28, 2013, with a latest revision date of July 6, 2019, received by this office on March 3, 2020.
- Zoning Board of Adjustment Application Form, dated March 3, 2020.

**1. Property Description**

The subject property is listed as a single lot, identified as Block 2004, Lot 4, per the Borough of Woodcliff Lake Tax Map Sheet No. 20. The subject property is further identified as 45 Woodcliff Avenue, located on the southerly side of Woodcliff Avenue, at the intersection with Pascack Road. The subject property is located within the R-22.5 District (Residential One-Family District – 22,500 Square Feet), per the Borough’s Zoning Map. The subject property is approximately 33,313 square feet, or 0.76 acres. The subject property fronts on Woodcliff Avenue, which is also identified as Bergen County Route No. 90, and Pascack Road, which is also identified as Bergen County Route 63, both of which are under the jurisdiction of the County of Bergen. The site presently consist of a one-story house of worship building with an associated asphalt parking lot, concrete walkway and wood fencing along the southerly property boundary. The site also contains signage, lighting fixtures and stormwater management infrastructure.

The Applicant proposes to reconstruct the existing asphalt parking lot and to reconfigure the overall parking lot layout. Additional proposed improvements include the construction of concrete sidewalk, curbing, relocation of building A/C units, and new signage, along with landscaping and lighting improvements.

**2. Completeness Review**

**As requested, NEA has reviewed the above referenced plans and documents to determine the completeness of the subject site plan application. In accordance with §292-23 of the Borough of**



**Woodcliff Lake Ordinance, NEA takes no exception to deeming this application substantially complete. As such, the Applicant shall coordinate with the Zoning Board of Adjustment Secretary regarding scheduling a board hearing.**

We trust you will find the above in order. Should you have any questions, please do not hesitate to contact the undersigned.

Very truly yours,  
**Neglia Engineering Associates**

Evan M. Jacobs, P.E., P.P.  
For the Borough / Board Engineer  
Borough of Woodcliff Lake

EMJ/kt

Cc: Meg Smith – Board Secretary (via e-mail)  
S. Robert Princiotta, Esq. – Board Attorney (via e-mail)  
Richard Preiss, P.P. – Board Planner (via e-mail)  
Woodcliff Lake Congregation of Jehovah's Witnesses – Owner/Applicant (via USPS, 45 Woodcliff  
Avenue, Woodcliff Lake, N.J. 07677)  
Erik Brown, P.E. – Applicant's Engineer (via USPS, P.O. Box 594, Tallman, NY 10982)

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